



Summer 2019 Class Assistant Job Description

- Eligibility:** Current or former OUSD public school students, 18-20 years old, with prior experience with Prescott Circus Theatre *or* working with youth in recreation, education, or the arts.
- Summer Dates:** Friday, May 31 - Wednesday, July 24
- Days / Hours:** Monday - Friday, 8:30am - 3:30pm with some variance. Some weekends and evenings.
- Compensation:** \$16.00 / hour
- Application Deadline:** April 26, 2019

Summer Class Assistants are responsible for PCT summer core participants' learning and skill building across specific areas. They are responsible for actually teaching some fundamental circus skills and supporting the leading teaching artists.

Expectations / responsibilities

- Model and promote PCT values: *hard work, teamwork, practice, belief in self, and never give up*
- Encouraging positive social interactions among students
- Attending and participating in regular staff meetings
- Set own performance and skill goals in one or more of the following:
 - Artistic - circus training and performing
 - Youth Development - coaching and supporting youth
 - Production - technical, show and program operations

Program Delivery, Support, and Leadership

- Equipment set up, management, and clean up
- Coaching fundamental skills to students and assisting them with improving during practice time
- Leading warm ups and games
- Overseeing small group work and practice sessions
- Assisting with organizing papers and lessons for homework and in-program academic activities
- Grading homework and assisting individual students with writing and math skills
- Work with mentors to facilitate a new experience for our students:
 - Examples: Research and present on circus history, create a new partnership in the community

Summer Show Production / Organizational support

- Assist with marketing for summer production
- Calling organizations / confirming reservations for summer shows
- Planning Final Friday Field Trip with budget, parameters, etc.
- Other opportunities are available based on interest, skill, and experience

To Apply:

- Complete and submit the online application at www.prescottcircus.org/getinvolved
- Download, complete and email completed application to David Hunt at [dhunt @ prescottcircus.org](mailto:dhunt@prescottcircus.org) (remove the spaces); subject line: Class Assistant - Your Name
- Drop off applications to Prescott Elementary office during school hours
- Mail to completed application to : Prescott Circus Theatre 800 Pine St. #10, Oakland, CA 94607